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## **Candidate Information and Application Forms**

### **BSB51107 Diploma of Management**

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

## **What does it mean to complete the BSB51107 Diploma of Management?**

This BSB51107 Diploma of Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

The BSB51107 Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

The job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Manager or Supervisor within the workplace.

## **Tips and hints to help you prepare for recognition**

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## Steps in the RPL process

### Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

**Step 2 – Conversation with Assessor**

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

**Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

**Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

**Cost**

Administration Cost .....	\$	100
If applicant enrolls in the 8 units the Administration will not apply.		
Cost of RPL per unit .....	\$	320
Full Qualification without RPL.....	\$	3,500
Full Qualification with RPL.....	\$	1,500
Extra cost per unit for any required Gap Training .....	\$	130
(All training resources are included in the training costs. Gap training is done with E Learning)		

Skilling Solutions Queensland may pay \$1,000 towards your RPL

To Enrol or enquire go to  
[www.proskills.com.au](http://www.proskills.com.au)



Click on Course List

In the SEARCH box type RPL then select the Qualification you want to Apply for RPL in.

### Enrolment Form

ProSkills Training

Search: RPL

Course Title	Start Date	End Date	Location	Price/Fee
N21...Diploma of Management (RPL)	01 Jul 2011	30 Sep 2012	458 BRIDGE ROAD, MACKAY, QLD	\$1,500.00
N21...Diploma of Human Resources Management (RPL)	01 Jul 2011	30 Sep 2012	458 BRIDGE ROAD, MACKAY, QLD	\$1,500.00
N21...Certificate III in Small Business Management (RPL)	01 Jul 2011	30 Sep 2012	458 BRIDGE ROAD, MACKAY, QLD	\$888.00
N21...Certificate III in Business Administration (RPL)	01 Jul 2011	30 Sep 2012	458 BRIDGE ROAD, MACKAY, QLD	\$888.00
N21...Diploma of Business Administration (RPL)	01 Jul 2011	30 Sep 2012	458 BRIDGE ROAD, MACKAY, QLD	\$1,500.00
N27 RPL...Certificate IV in Training and Assessment	01 Jul 2011	25 Jan 2012	458 BRIDGE ROAD, MACKAY, QLD	N/A
N28...Certificate IV in Training and Assessment	01 Jul 2011	31 Oct 2011	RAAF Base, Darwin, NT	\$158.00
N28...Certificate IV in Training and Assessment	01 Jul 2011	31 Oct 2011	RAAF Base, Darwin, NT	\$158.00
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N28...Certificate IV in Training and Assessment	01 Jul 2011	31 Oct 2011	RAAF Base, Darwin, NT	\$158.00

Complete the Enrolment form.

When you are completing the Captcha note that this is a single digit number and then a simple word with the first lettered as Capital

Once you have completed all details click on Enrol.

**APPLICATION – Self Assessment Questionnaire**  
**BSB51107 Diploma of Management**

Candidate Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>Core Units</b>				
BSBMGT502B	Manage people performance			
BSBMGT515A	Manage operational plan			
BSBMGT516A	Facilitate continuous improvement			
BSBFIM501A	Manage budgets and financial plans			
BSBPMG510A	Manage projects			
BSBWOR501A	Manage personal work priorities and professional development			
<b>Elective Units</b>				
BSBWOR502A	Ensure team effectiveness			
BSBHRM504A	Manage workforce planning			
BSBLED501A	Develop a workplace learning environment			

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Evidence required on how you. You can make a list of the evidence you are able to provide.

**BSBMGT502B - Manage people performance**

1. Allocate work
2. Assess performance
3. Provide feedback
4. Manage follow up

**BSBMGT515A - Manage operational plan**

1. Develop operational plan
2. Plan and manage resource acquisition
3. Monitor and review operational performance

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Evidence required on how you. You can make a list of the evidence you are able to provide.

**BSBMGT516A - Facilitate continuous improvement**

1. Lead continuous improvement systems and processes
2. Monitor and adjust performance strategies
3. Manage opportunities for further improvement

**BSBFIM501A - Manage budgets and financial plans**

1. Plan financial management approaches
2. Implement financial management approaches
3. Monitor and control finances
4. Review and evaluate financial management processes

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Evidence required on how you. You can make a list of the evidence you are able to provide.

**BSBPMG510A Manage projects**

1. Define project
2. Develop project plan
3. Administer and monitor project
4. Finalise project
5. Review project

**BSBWOR501A - Manage personal work priorities and professional development**

1. Establish personal work goals
2. Set and meet own work priorities
3. Develop and maintain professional competence

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Evidence required on how you. You can make a list of the evidence you are able to provide.

**BSBWOR502A Ensure team effectiveness**

1. Establish team performance plan
2. Develop and facilitate team cohesion
3. Facilitate teamwork
4. Liaise with stakeholders

**BSBHRM504A Manage workforce planning**

1. Assess supply and demand
2. Develop workforce objectives and strategies
3. Implement initiatives to support workforce planning objectives
4. Monitor and evaluate workforce trends

**RPL application form**

Applicant Details:

<b>1. Occupation you are seeking recognition in</b>		
<b>2 Personal Details</b>		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth		
Gender	MALE / FEMALE	
Age		
Are you a permanent Resident of Australia	YES / NO	
<b>3 Current Employment</b>		
Are you currently employed?	YES / NO	
If yes. Position currently in.		
Employer		
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
<b>4. Armed Forces details (If Applicable)</b>		
Branch of Service		
Trade classification on discharge		

<b>5. Further Training</b>	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
<b>6. Is there any further information you wish to give in support of your application?</b>	

<b>7. Professional Referees (relevant to work situation)</b>	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	

**Applicant Employment History Form**

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

<b>Supporting evidence</b>	<b>Tick the items you can provide</b>	<b>Year completed</b>	<b>Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation</b>
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			



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- 1. We add value to someone everyday**
- 2. Everyday we will smile**

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